

**BY ORDER OF THE COMMANDER**



**AETC SUPPLEMENT 1  
AIR FORCE SUPPLEMENT/  
JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1,  
AND JOINT TRAVEL REGULATIONS, VOLUME 2**

**11 MAY 1998**

**AIR FORCE PERSONAL PROPERTY MOVING AND STORAGE**

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**Joint Federal Travel Regulations, volume 1, and Joint Travel Regulations, volume 2/Air Force Supplement, May 1997, is supplemented as follows:**

**NOTE:** This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication is Title 10 United States Code 8013. System of records notice F024 AF IL B, Personal Property Movement Records, applies. Privacy Act statement required by AFI 37-132, *Air Force Privacy Act Program*, is in AETC Forms 280 and 285.

1.15.2. Send a fully documented request for extension of special storage for an additional 90 days to HQ AETC/LGTT for approval or disapproval. Also, coordinate disapproval of special storage with HQ AETC/LGTT.

5.3. Authority for shipment may also be supported by the special orders appointing the summary court officer.

6.1.2.4. Send to HQ AETC/LGTT:

6.1.2.4.1. Fully documented recommendations for disapproval of additional storage when a member is ordered on TDY or deployed for more than 90 days or for an indefinite period while household goods (HHG) are in temporary storage.

6.1.2.4.2. Fully documented requests for additional storage past 90 days after completion of TDY or deployment.

6.2.8. Send requests through HQ AETC/LGTT for forwarding to HQ USAF/ILTTA.

8.1.2. TMOs will use DD Form 1800 to verify the condition of a member's mobile home at origin and at destination.

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Supersedes AFR 75-25/AETC Sup 1, 17 June 1994    Certified by: HQ AETC/LGT (Col R. Bonnell, Sr.)  
OPR: HQ AETC/LGTT (SMSgt E. Stevenson)

Pages: 4/Distribution: F; X:

HQ USAF/ILTTA - 1

AUL/LSD - 1

HQ AFIA/IMP - 1



8.1.3. (Added)(AETC) Include the destination base as an information addressee on the message when requesting a mobile home one-time-only rate from the Military Traffic Management Command.

8.1.4. (Added)(AETC) List the accessorial item numbers on the government bill of lading (GBL) in the remarks section, block 25.

9.2.2. Submit recommended changes to the JFTR to HQ AETC/LGTT for forwarding to HQ USAF/DPPC.

9.5.1. Address requests to HQ AETC/LGTT with information copy to JPPSO-SAT/DIR, AF DCO WPAFB OH//LGTA//, and HQ USAF/ILTTA.

## **9.8. (Added)(AETC) Traffic Management Office (TMO):**

9.8.1. **General Responsibilities.** The TMO will:

9.8.1.1. Ensure facilities are adequate to foster a quiet atmosphere, conducive to counseling.

9.8.1.2. Annotate the reverse side of DD Form 1797, **Personal Property Counseling Checklist**, or DD Form 1299, **Application for Shipment and/or Storage of Personal Property**, block 13, with the shipment valuation option selected by the member (basic coverage, option 1, or option 2). Have the member initial the selection statement to ensure there is no misunderstanding or disagreement.

9.8.1.3. Show the member various samples of forms he or she will be required to sign at the time of pickup or delivery.

9.8.1.4. Use AETC Form 105, **Weight Certificate-Government Scales**, when weighing personal property shipments on government-owned or -operated scales. Give the original and two copies to the driver for distribution. Retain one copy in file. Use of AETC Form 105 is optional.

9.8.1.5. Use AETC Form 280, **Information for Shipment and Storage of Personal Property (Prior to Counseling)**. AETC bases that use the appointment system or preshipment group briefings should use this form. Ask each member to complete the form and return it to the TMO with the required number of orders. Before counseling an individual, use the information on AETC Form 280 to pretype required documents for shipment and storage of personal property. Use of AETC Form 280 is optional.

9.8.1.6. Make AETC Form 282, **Customer's Evaluation of TMO Services**, or similar form, available to TMO customers to ensure quality service is being provided.

9.8.1.7. Accept AETC Form 285, **Informal Shipment/Storage/Delivery Authorization**, as the member's informal declaration of an agent to act on his or her behalf in the process of arranging for and accomplishing the shipment, storage, and delivery of his or her personal property. Accept this form only after verifying that the signature is that of the member.

9.8.1.8. Conduct meetings with local agents. As a minimum, conduct an annual meeting before the peak season to discuss procedures, anticipated requirements, capabilities, and problem areas. Maintain minutes of this meeting until the next annual meeting.

9.8.1.9. Maintain an active program to:

9.8.1.9.1. Keep the base population aware of services offered or changes in policy or entitlement.

9.8.1.9.2. Ensure local commanders and supervisors are aware of their responsibility to allow their personnel sufficient time to receive counseling and arrange for shipment or receipt of personal property.

9.8.2. **Packing and Crating Contract Responsibilities.** The TMO will:

9.8.2.1. Ensure accurate records and controls are maintained.

9.8.2.2. Audit all vendor invoices. Invoices must be stamped with date of receipt and processed promptly to take advantage of discounts offered and (or) avoid penalties.

9.8.2.3. Notify the contracting officer of noncompliance with contractual requirements, whether or not payment is affected.

9.8.2.4. Record quality assurance inspections of contractor performance on MT Form 360-R, **Report of Contractor Services**.

9.8.2.5. Maintain MT Form 360-R as a source document to support the contractor's performance evaluation. When violations occur, comply with instructions on the form and in DoD 4500.34-R, *Personal Property Traffic Management Regulation*.

9.8.2.6. Determine frequency of payment, using consolidated payments when possible. Payment frequency is determined by the contract and the Prompt Payment Act.

9.8.2.7. Use AETC Form 588, **Monthly Control Call Log** (or computer-generated equivalent), to record calls made against the contract.

9.8.2.8. Physically survey contractor's facilities on a periodic basis (at least semiannually) for lost or astray personal property.

9.8.2.9. Request appointment of a sufficient number of qualified personnel (minimum of two) as limited contracting officers.

9.8.3. **Packing and Crating Contract Procedures.** The TMO (or limited contracting officer) will:

9.8.3.1. Give the contractor a call number for each call placed against the contract. Confirm telephone calls in writing by the following workday after issuance of the call.

9.8.3.2. Complete written notification in an original and one copy. Retain the original in suspense until the contractor provides required documentation that services have been performed. Then file it in the member's case file. Give the duplicate to the contractor.

9.8.3.3. On receipt of consolidated invoices from the contractor, date-stamp invoices with the date of receipt, audit each call listed on the invoice, and stamp and certify the last page of the consolidated

invoice with certificate of service performed. (**NOTE:** One certificate is enough for all invoices covered by the consolidated billing.) Attach two copies of special orders that cite open allotment funds and three copies of special orders that cite specific allotment funds. Attach the special orders for each call in the same sequence as shown on the invoice. Do not hold up delivery of HHG or baggage pending receipt of orders. If special orders on inbound shipments are not available, attach a copy of DD Form 1299 or plain bond paper with the member's name, grade, and Social Security number (SSN). On the document, note the appropriation cited on the GBL. Obtain special orders from the member or origin TMO and forward them to the financial services office (FSO) as soon as available.

9.8.3.4. As soon as possible, send the vendor's certified invoice and special orders with a cover memorandum to the FSO. **NOTE:** It is not the TMO's responsibility to prepare the SF 1034, **Public Voucher for Purchases and Services Other Than Personal**.

9.8.3.5. File a copy of the consolidated invoice and AETC Forms 588 in chronological sequence in the individual contractor's file. Label each folder with the contractor's name and month and year. Keep a separate file for each contractor.

9.8.3.6. For outbound HHG and unaccompanied baggage shipments and local drayage moves, file the original DD Form 1299, original weight ticket, original written confirmation of the telephone call, copy of the special orders, inventory or packing list, and copy of the GBL in the member's case file.

9.8.3.7. For inbound shipments, file the weight ticket, delivery receipt, original written confirmation of telephone call, record of loss and damage, and other documentation received from the origin TMO in the member's case file.

11.3.4.2. An extra pickup or delivery at government expense is not authorized. If an employee requests an extra pickup or delivery, the counselor must ensure the employee understands such service will be at the employee's expense.

11.8. (Added)(AETC) **Forms Prescribed.** AETC Forms 105, 280, 282, 285, and 588.

ROBERT H. KERR, Colonel, USAF  
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